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DEPARTMENT OF STATE
Washington, D.C. 20520

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MEMORANDUM TO ALL ASSISTANT SECRETARIES
AND BUREAU DIRECTORS

Subject: Transition: Access to Sensitive and Third Agency Information

As part of our transition planning we have been in touch with the other major foreign affairs agencies to agree on the following guidelines for handling sensitive and third agency documents.

As a general rule, if a member of the President-elect's transition team requests access to a document not originated in the State Department, he or she may be shown the document provided it has not been treated as a sensitive or restricted distribution document by the State Department. However, a transition team member may not be given a copy of any third agency document without the prior approval of the Executive Secretariat. We will forward such requests to the third agency involved and attempt to get a quick reply.

You or members of your staff may also get requests from transition team members for Presidential and NSC documents (i.e., PDs, PRMs, etc.). In these instances, if the document in question has not been given restricted distribution, you may show it to a member of the transition team, but you may not provide him or her with a copy without the prior approval of this office.

When a transition team member requests access to a restricted document originated in a third agency, you must have the approval of this office before showing such a document to a transition team member. This authority may generally be obtained by contacting this office by phone. We will try to give you a quick reply.

The same general guidelines apply to restricted category documents originated in the State Department or in our missions abroad. You may allow a

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transition team member to read -- but not copy -- restricted materials up to and including EXDIS. However, any requests to retain a copy of restricted materials or to have access to NODIS, Executive Secretariat Sensitive, or other highly restricted documents must be cleared with this office in advance.

L Paul Bremer III for

Peter Tarnoff
Executive Secretary

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